

Winter Edition

December 2002



HEALTH OCCUPATIONS CREDENTIALING

UPDATE

**UPDATE NEWSLETTER
BECOMES PAPERLESS DOCUMENT**

In an effort to utilize today's technology, HOC will now provide the Update newsletter to individuals via the internet. This will be the last issue of the Update newsletter provided in hard copy. If you wish to receive notice of the Update when placed on our web site, please send an e-mail to Fran Breedlove at: fbreedlo@kdhe.state.ks.us. The newsletter will be provided primarily in "bullet" style.

Paper copies of the information will be provided upon request.

Your comments on this change may be made through e-mail to Fran Breedlove at the above address or you may e-mail Marla Rhoden, Director of Health Occupations Credentialing at mrhoden@kdhe.state.ks.us.

***Last Paper Issue of the
Update — Future Editions
May Be Accessed Though
HOC Website
www.kdhe.state.ks.us/hoc***

SAMPLE

UPDATE NEWS BULLET SYLE

This format will be used for future issues.

- ✓ **Time for Annual Employment Verification**
Employment Verification notices will be mailed out December 31, 2002 and should be returned by
- ✓ **Facility is Responsible for Contacting KNAR on Nurse Aide Trainee II (NAT II)**
Prior to facility hiring a NAT II...

SAMPLE

Time for ANNUAL EMPLOYMENT VERIFICATION of all CNAs, HHAs, and CMAs that worked for any facility during calendar year 2002. If a facility has not received an annual employment verification form by the 2nd week in January, please call (785) 296-0059 or download from HOC Website.

**NEW PHONE NUMBER FOR HEALTH
OCCUPATIONS CREDENTIALING**

When you have questions or want to contact someone in HOC but do not know the phone number call:

(785) 296-1240

Special points of interest:

- *Last paper issue of the Update*
- *New phone number for HOC*
- *Time for Annual Employment Verification for all CNAs, HHAs, and CMAs*
- *Information and training programs*
- *Contacting Kansas Nurse Aide Registry on nurse aide trainees*

HOC UPDATE

WINTER EDITION



Status of the Revised Medication Aide Program

The new, revised curriculum is finished. The new tests are being field tested. A big thank you goes to the following schools that have agreed to participate in the field testing for the proposed medication aide tests: Butler County Community College, Flint Hills Technical College, Kansas City Area Technical School, Kaw Area Technical School, Neosho County Community College, Northeast Kansas Technical College and Wichita Area Technical School. HOC appreciates the assistance! And, the proposed regulations are being reviewed by the Department of Administration. The regulations will then be reviewed by the attorney general's office, and, if approved, will be published in the Kansas Register. The public hearing will be 60 days after the proposed regulations are published in the Register. During the 60 days after publication of the regulations before the public hearing, the proposed curriculum will be available for review. Copies may be ordered for a small fee from the Kansas Curriculum Center at Washburn University. The instructor manual may be requested from HOC.

Many individuals participated in committees to develop the proposed curriculum, tests and program changes. HOC thanks them for their superb effort! They and the organizations that nominated them to serve are listed: Deb Bader, Kansas Health Care Association (KHCA); Caprice Becker, Manhattan Area Technical School; Joyce Bedsworth, Kansas Association of Homes and Services for the Aging (KAHSA); Kathy Bode, Flint Hills Technical College; Charlotte Campbell, KAW Area Technical School; Bea Carney, Johnson County Community College; Kathy Carter, Garden City Community College; Diana Finan, KHCA; Mary Gedrose, Kansas Advocates for Better Care (KABC); Denise German, KABC; Shawn Hase, ALFA-KAN; Carly Haynes, Pharmacy Board; Kathleen Lee, KHCA; Carolyn Middendorf, KABC and Kansas State Nurses Association; Robbie Pennington, KAHSA; Linda Pfeffer, Johnson County Technical Education Center; Kristine Pheifer, Wichita Area Technical School; Ben Rigdon, KAHSA; Linda Runge, Kansas Adult Care Executives; Anne Schmidt, Johnson County Community College; and Terri Stewart, Barton County Community College.



HOC INFORMATIONAL GUIDE

HOC staff are compiling an informational guide for facility requirements when hiring CNAs, HHAs, and CMAs. The guide will include some frequently asked questions and answers. Information is not always passed down to new staff in a facility, and the guide will be designed to make that easier. When completed this information will be placed on the HOC web site: www.kdhe.state.ks.us/hoc.

If you would like to be notified by e-mail when the informational guide is completed and placed on our web site, please e-mail Fran Breedlove at fbreedlo@kdhe.state.ks.us.





Information and Training Programs

Ninety-five individuals attended Health Occupations Credentialing's information and training programs during the past year. The sessions were presented by Betty Domer, Dolores Staab and Martha Ryan in four locations: Topeka, Dodge City, Colby and Fort Scott.

Each session included:

- * information about current and new forms and procedures
- * information about HOC programs
- * a presentation on adult education material
- * the opportunity to share information, techniques and resources with co-participants
- * the opportunity to ask questions.

The evaluations reflected positive feedback on the sessions. Ninety-five percent of the participants agreed that the program met their expectations and was a good use of their time. The comments suggested that the sessions were informative and helpful. Comments included: "I thought this was very informative and the sharing of other's ideas was great." "I enjoyed the session and learned a lot."

Thank you to Kaw Area Technical School, Topeka; Dodge City Community College, Dodge City; Colby Community College, Colby; and Fort Scott Community College, Fort Scott for hosting the programs.

Nurse Aide Reimbursement for Training

At a Health Occupations Credentialing (HOC) presentation at a recent KAHSA Nurse Leader's Conference, many questions were asked about facility reimbursement for nurse aide training costs. If you have questions about the process, please send your questions to Martha Ryan by phone (785-296-0058) or fax (785-296-3075) or email mryan@kdhe.state.ks.us. Bill McDaniel, Department on Aging, has agreed to answer the questions. HOC will publish the questions and answers in the next Update.

FACILITY IS RESPONSIBLE TO CALL KNAR ON NURSE AIDE TRAINEE II (NAT II)

When an individual applies for a position in a facility and the individual has a Part I NATCEP Task Checklist provided by the instructor of a nurse aide training course, the facility is required to contact KNAR to verify the eligibility of that person to work as a NAT II. The federal law holds that a nursing facility "must not employ individuals who have a finding entered into the state nurse aide registry concerning abuse, neglect, mistreatment of residents or misappropriation of their property." 42 CFR 483.13© and 483.156.

Candidates who have been approved to challenge the nurse aide certification test based on nursing coursework ("allieds") or certification in another state ("interstates") may work as NAT IIs. These candidates will have an approval to test letter from HOC which indicates the beginning date for the 4-month trainee II period. Please note that as with NAT IIs completing the NA course, allieds and interstates have only one 4-month NAT II period. There is nothing that prevents an individual from taking a nurse aide course more than once, or if an interstate applicant fails the nurse aide exam they would be required to take the course; however, these individuals will not be eligible to work as a NAT II again.

HEALTH OCCUPATIONS CREDENTIALING

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1000 SW Jackson, Suite 330
Topeka KS 66612-1365

Phone: 785-296-1240
Fax: 785-296-3075
Email: fbreedlo@kdhe.state.ks.us

UPDATE

Rural Health Information Service *NOW AVAILABLE*

The Kansas Department of Health and Environment Office of Local and Rural Health recently announced a new program designed to serve as an information clearinghouse on rural health care issues ranging from grant funding to training opportunities to reimbursement issues to bioterrorism preparedness, and more.

The “Kansas Rural Health Information Service” is free and open to anyone interested in rural health. Information is posted to a public web site and will also be emailed or faxed to anyone who registers to receive notices. During registration, users are asked to select categories of interest from a list of topics that includes information on hospitals, emergency medical services, trauma, primary care, public health, and bioterrorism preparedness. The goal of the service is to eliminate traditional “inbox clutter,” sending registrants only the types of information they choose to receive.

To register or to learn more about the Kansas Rural Health Information Service, visit <http://krhis.kdhe.state.ks.us> or contact Chris Tilden in the Office of Local and Rural Health at (785) 296-7439.

Health Occupations Credentialing

Assistance	Call
Not sure who to call... (Forms may be downloaded from internet)	785-296-1240 www.kdhe.state.ks.us/hoc
Initial license (speech-language pathologist, audiologist, dietitian), license renewal, reinstatement or verification (adult care home administrator, dietitian, speech-language pathologist, audiologist)	Brenda Nesbitt 785-296-0061
Health Occupations Credentialing Act	Steve Irwin 785-296-6647
Aide training courses, sponsorship programs, course approvals, continuing education approval for licensees, instructor approval	Dolores Staab 785-296-6796
Test scheduling for aides or challenging an aide test with higher education; forms	Betty Domer 785-296-1250
Medication aides and forms	Sheila Seymour 785-296-0060
Interstate or reciprocity for aides, employment verification and Task Checklist	Fran Breedlove 785-296-0059
Test for adult care home administrator; education policies; initial license for adult care home administrator	Martha Ryan 785-296-0058
Criminal record check program	Steve Irwin 785-296-6647
Criminal record check program support, notice of prohibitions	Sarita Everett 785-296-695
Open records request (Kansas Open Records Act)	Marlene Petty 785-296-1284

KANSAS NURSE AIDE REGISTRY (785) 296-6877

Monday through Friday
8:00 a.m. to 12:00 and 1:00 p.m. to 3:00 p.m.

Kansas Department of Health and Environment Bureau of Health Facilities

Health Occupations Credentialing
1000 SW Jackson, Suite 330
Topeka, Kansas 66612-1365
(785) 296-1240
Fax (785) 296-3075

Obtain HOC
Revised Forms on
our Website
www.kdhe.state.ks.us/hoc